



## Accounting Technician

(Accounting Technician)

**Department:** Facilities Services  
**Recruitment #:** S1927  
**Application Deadline:** Review begins **May 28, 2019**. Position open until filled.  
**Salary Range:** \$2431 - \$3528

### Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This position is in the Facilities Services department at Western Oregon University in Monmouth. The Physical Plant is a service-oriented organization charged with the responsibility of maintenance and operation of the buildings and grounds allocated to Western Oregon University. <http://www.wou.edu/facilities/>

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). This position directly supports the Accountant & Budget Manager, Facilities Services Director, Assistant Director, and various lead workers. The successful candidate will provide accounting records for Facilities Services and ensure entries are correctly documented. These documents will include journal vouchers and accounts payable invoices. They will assist in the processing of Facilities Services employees' monthly time certificates and daily time record sheets. This position will also assist with customers (in person, telephone, and e-mail) and provide specific Facilities Services information and services. They may also be asked to schedule appointments for the office staff, make meeting arrangements, and maintain various department calendars.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

### Minimum Qualifications:

- 12 quarter hours (8 semester hours) of Accounting courses **AND** an Associate's degree in Accounting **OR**
  - One year of experience that includes entering, compiling, and/or reporting financial information **OR**
  - An equivalent combination of education and experience
- Strong computer skills, particularly in Excel or other spreadsheet software
- Strong interpersonal and communication skills (both verbal and written)
- Ability to organize and prioritize work effectively and meet strict deadlines
- Ability to work independently and as part of a larger team

### Preferred Qualifications:

- Bachelor's degree
- Experience working with Banner

**\*\*A criminal background check will be required as a condition of employment**

**Application Instructions:**

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

**Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/classified](http://www.wou.edu/classified)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned (if needed for qualification)

**As an alternative, you may also submit application materials to:**

**S1927, Accounting Technician.**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**